



Sheriff Investigator

Department: Sheriff

Class Code: 2612

EEO Code: 24

FLSA: N

Effective: 01/10/2000

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in conducting comprehensive criminal, administrative, and internal investigations; effects arrests when appropriate; serves criminal and civil documents issued by the courts; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Conducts comprehensive criminal, administrative and internal investigations of matters involving the Sheriff's Department; effects arrests when appropriate; serves criminal and civil documents issued by the courts; collects, photographs and identifies evidence; obtains and executes search warrants; conducts covert and undercover investigations; develops, supervises, and utilizes confidential sources of information; conducts surveillance operations; participates in task force operations; conducts interviews and interrogations; prepares comprehensive written reports on all investigations conducted; testifies in court concerning the information obtained, evidence collected and action taken during an investigation; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of the principles, practices and methods of conducting criminal, administrative and internal investigations; of applicable federal, state and local laws and ordinances; of investigative techniques, law enforcement operations, laws of arrest, rules of evidence, search and seizure and court proceedings. Effective oral and written communication skills.

Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and pursuing fleeing inmates on foot.

MINIMUM EDUCATION AND EXPERIENCE:

High school graduate or completion of GED; one year experience as a Deputy. Must possess valid Virginia motor vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
